

DD/A 80-1122

29 APR 1980

MEMORANDUM FOR: Director of Communications
Director of Data Processing
Director of Finance
Director of Logistics
Director of Medical Services
Director of Security
Director of Training
Chief, Information Services Staff, DDA

STAT FROM:
Chief, Management Staff, DDA

SUBJECT: Schedule and Theme for Office Evaluation
Conferences

1. This memorandum provides guidance for the Directorate's semiannual Office Evaluation conferences to be held in June 1980. It also provides a tentative schedule for the conferences and requests from you an agenda.

2. The Office Evaluation conferences are currently designed to provide a medium for direct interchange between Don Wortman, Bill Hart, and your division and staff chiefs on substantive Directorate issues. Don, if asked, would encourage you to ensure at least some degree of participation from each of your line managers. Don decided during the December 1979 conferences that they should be held twice a year and should be conducted on your home ground, not his. The June conferences, therefore, will be held in your office area and should be attended by each of you, your division chiefs, and those of your staff chiefs you deem appropriate. Don, Bill Hart, and a couple of my people should round out the attendees.

3. Most conferences are scheduled for 90 minutes. Since this amount of time normally does not allow for an in-depth discussion of all substantive issues affecting each of your divisions, Don has chosen to structure the conferences around a couple of common themes that each office can address. He feels that common themes, treated by division chiefs across the Directorate, will give him and Bill a good insight into the way similar issues impact their components.

CL 0 1987

4. The primary theme for the June conferences is:

a. Our budgets have not been keeping up with inflation and new customer requirements for several years. This trend may continue. If it does, which division-level services that you are currently providing would you propose to reduce or eliminate, either later this fiscal year or in 1981, in order to live within your reduced budget?

b. Which of your customers--organizationally--will be impacted by your proposed service reductions and to what extent?

c. What is your rationale for each service reduction selected?

5. Please also allow 15 minutes or so for the presentation by one, a few, or all of your division chiefs of a single subject of your own choosing that is of concern to them and that they want to convey to Don and Bill.

6. The format of the conferences will remain essentially unchanged. Your role should remain more passive than active, but you decide on the degree.

7. Please send me a proposed agenda and a list of participants for your conference by 30 May 1980. If you have any questions or need any assistance in formulating your agenda, please call me or

STAT

STAT

Attachment:
Tentative Conference Schedule

TENTATIVE SCHEDULE
OFFICE EVALUATION CONFERENCES

<u>OFFICE</u>	<u>DATE/TIME</u>	<u>LOCATION</u>	
OTR	12 June (Thursday) - 2:00-3:30 p.m.	1026 C o C	
ODP	13 June (Friday) - 3:00-4:30 p.m.	7D32 Hqs	
OC	19 June (Thursday) - 2:00-3:30 p.m.	2A03 <input type="text"/>	STAT
OMS	20 June (Friday) - 3:00-4:30 p.m.	7D32 Hqs	
OL	30 June (Monday) - 2:00-3:30 p.m.	2C19 <input type="text"/>	STAT
OS	1 July (Tuesday) - 3:00-4:30 p.m.	7D32 Hqs	
ISS	2 July (Wednesday) - 10:00-11:30 a.m.	7D32 Hqs	
OF	3 July (Thursday) - 2:00-3:30 p.m.	1200 Key	

30 APR 1980